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4 FEB 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Language Development Program

1. This memorandum is for your information only.

2. This is a report of conclusions and developments during Calendar Year 1968.

a. Conclusions:

At the present rate of progress language position requirements established by the Directorates will not be met by 1 January 1971; in fact, we will fall far short of our overall language program goals.

Unless the Directorates take a firmer position on testing each individual who claims a language competence, it will be impossible even to know the Agency's true language position. There are still ☐ claimed proficiencies to be tested.

Training and position requirements must be closely reviewed and regularly submitted by Directorates on an annual basis if there is to be an orderly progress toward Agency language goals. Since the requirements submission in August 1966, only the DDS has re-submitted. The Directorates have been asked to submit 1969 requirements by May.

Given the cost and time it takes to learn a foreign language, the need to seek language qualifications or aptitudes through recruitment becomes more urgent.

The funds and personnel available for language training cannot be cut if we are to maintain the needed momentum of the Language Development Program.

b. Developments:

Attached is a chart, a sampling from the Clandestine

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Services and the Intelligence Directorate, which represents a prognosis of language requirements in 1971. As the DDS lists only ☐ requirements in 20 languages and mainly at the Slight and Elementary levels, and the DDS&T none, these two Directorates are not included. The chart shows ten key languages. The first column represents language positions for which a prescribed level of skill is essential. The level of skill is matched against known staff capabilities (column 2) leading to the computation of language proficiencies (column 3) that must be met by 1971 when the Agency's new Foreign Language Program is to be fully implemented. A factor of three was used to compute the originally submitted requirements since it is the Language Development Committee's view that to keep one position filled with a language-qualified officer there must be three candidates. Oral proficiencies are the bases for the CS determinations; reading skills, for the Intelligence Directorate.

Statistically interpreted, the sampling shows the Agency with no significant surplus of language skills except at the Elementary level of French. At the same time it is in French that we are doing the most training. Shortages exist throughout at the tested Intermediate and High levels. There is a deficiency in usable Russian in both Directorates, a fact made more serious by the association of this capability with older employees of OSS and post war background -- whose retirement from the Agency becomes imminent. Requirements for Thai, Indonesian and Arabic appear unrealistically low.

Goals for language study became more real in 1968, being tailored to students on almost an individual basis. Most of the training was full-time in contrast to part-time in previous years. Training averaged 14 weeks for each student. Ninety percent of internal training and almost 100% of that taken externally was accounted for by CS personnel. A total of ☐ CS trainees with a maintenance-refresher, limited goal finished training without moving into a higher tested level of proficiency. An additional ☐ achieved better than Elementary skill in world languages or better than Slight in the "hard" languages. Twenty percent of CS training was in French followed by Spanish which

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was about 19%. In CY 68 there were ☐ Chinese and Japanese students who completed their studies as opposed to only ☐ in CY 67. Arabic and Vietnamese training declined, showing fewer hours and less individual achievement than in the previous year. Training in East European languages was minimal. In Russian study the CS furnished only one-third of the total input while two-thirds was part-time students from the DDI. Just over 420 employees, representing the CS, DDI and DDS, completed either part-time or full-time training in 1968.

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Chairman, Language Development Committee

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P&M ☐ (31 Jan 69)

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